

United States Department of the Interior

(DATE)

In reply refer to:

Memorandum

To: NBC

From: Supervisor

Subject: Approval for Rental Car other than Compact

_____ (Name) _____ traveled to _____ (Location) _____
on _____ (Dates) _____. An ____ (Type of vehicle) ____ rental was required due to
_____ (Reason) _____.

The excess costs were beyond the employee's control and not in excess of 300 percent of the per diem rate.

Actual costs, as claimed on the attached voucher, are approved.

(Supervisor)